

Planning Officers' Meeting  
10 a.m., Monday, 14 September 1987

STAT

AGENDA

- I. Introductions
- II. Guidance regarding Objectives, milestone charts, etc.:
  - Definitions of Initiatives, Objectives, Projects, and Studies
  - Explanation of Directorate- versus Office-level objectives
  - Explanation of "O" and "X" usage on milestone charts
  - Breaking down milestones to show completion of segments of objectives
  - Changing titles of objectives
  - Using numbers assigned to objectives by IMSS
  - Showing staff officer rather than contract employee as responsible officer (contract employee is secondary and may be shown in parenthesis)
  - Use of note at bottom of milestone chart
- III. Feedback from biweeklies
- IV. Budget guidance for FY 1989/90
- V. Suggested topics for OL Quarterlies
- VI. Guidance regarding reports of significant activities:
  - Need to clearly identify which component's statistics are being reported
  - Need to compare statistics with similar statistics reported in the same quarter of the previous year, whether for line items, requisitions, dollar values, or tonnage, etc.
  - Keep copy of reports submitted to IMSS for ready reference and for the information of successor

## CLASSIFICATION

Group A (Critical)  
Group B (Essential)  
Group C (Important)

Office: OL/(Division or Staff)  
Objective Statement: xxx  
Responsible Officer: xxxxxxxxxxxxxxxxxxxxxxxx  
Significant Funding Amount: \$ xxxxxxxx FY 87  
Quarter Ending: 31 Dec 86 (or 31 Mar 87, 30 Jun 87, 30 Sep 87)

Activities Planned	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP
1. xx		0X*										
2. xxxxxxxxxxxxxxxxxxxxxxxx			0-----0**									
3. xx							0					
4. xx									0			
5. xx											0	
31 Dec 86: (Short note re activity on the MBC, including problems and missed milestones, if any.)												

\*Milestone completed in November as scheduled.  
 \*\*Milestone slipped from December to February.

(Number assigned by IMSS) CLASSIFICATION  
Declassified in Part - Sanitized Copy Approved for Release 2012/08/20 : CIA-RDP90-00379R000100340011-6

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## 1989-1990 PROGRAM AND BUDGET SCHEDULE

Guidance and Instructions

Nov 86      Guidance and instructions to directorates  
for preliminary review of new initiatives

Dec 86      Executive Director issues guidance to directorates

Jan 87      DCI guidance to NFIP program managers

16 Jan 87   Guidance and instructions to directorates  
for base and ongoing initiative reviews

Preview of New Initiatives

20 Jan 87   Directorates submit one-page descriptions of  
proposed new initiatives to Comptroller

20 Jan-6 Feb 87   Comptroller review of proposed new initiatives

10 Feb 87   Analysis of proposed initiatives to directorates

19 Feb 87   Deputy Directors meet with Comptroller to review  
proposals

Base Review

6 Feb 87   Directorate base submissions to Comptroller

9-20 Feb 87   Comptroller review of base

20 Feb 87   Results of base review to directorates

Ongoing Initiative Review

20 Feb 87   Ongoing initiative submissions to Comptroller

23 Feb-6 Mar 87   Comptroller review of ongoing

9 Mar 87   Analysis of ongoing initiatives to Executive Committee  
members

12 Mar 87   Executive Committee meeting on ongoing initiatives

13 Mar 87   Results of Executive Committee review to directorates

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1989-1990 PROGRAM AND BUDGET SCHEDULE

IC Staff Review

13 Mar 87 Proposed target proration rules due to Comptroller  
mid-Mar 87 IC Staff review of ongoing initiatives  
Apr 87 IC Staff identification of portion of Agency base  
to be reviewed  
IC Staff Review of one-fourth of Agency base

Program Plans

3 Apr 87 Directorate Program Plan submissions to Comptroller  
FRS closed, BRS files to Comptroller  
New initiatives from all directorates provided to DA  
by Comptroller  
13 Apr 87 DA Standard Support Requirements initiatives to  
Comptroller  
27 Apr-1 May 87 Directorate program meetings (if necessary)  
3 Jun 87 Executive Committee Book distributed  
12 Jun 87 Budget Forecast to IC Staff  
25X1 18-19 Jun 87 Executive Committee meeting  on 1989-90 program  
22 Jun 87 Executive Director decisions

Budget Estimates

23 Jun 87 Financial guidance to directorates for Budget Estimates;  
FRS open for directorate use  
23 Jun-20 Jul 87 Directorates prepare Budget Estimates  
8 Jul 87 Directorate capability statements to Comptroller  
20 Jul 87 Directorate Budget Estimates to Comptroller; FRS closed  
14 Aug 87 Executive Committee review of 1989-90 program  
Sep 87 CIA Budget Estimates to IC Staff and GMB

1989-1990 PROGRAM AND BUDGET SCHEDULE

External Review

Sep/Oct 87	IC Staff/OMB hearings on 1989-90 program
Early Sep 87	Directorates propose topics for blue plates for the Congressional Budget Justification Book
Oct 87	DCI decisions on NFIP budget to OMB
2 Oct 87	Directorates submit blue plates
26 Oct 87	Financial guidance to directorates for Congressional Budget submissions
15 Nov 87	Directorate Congressional Budget submissions to Comptroller
Dec 87	Final OMB action, "1989-90 Presidential Mark"
4 Jan 88	1989-90 NFIP Congressional Budget to Congress

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**Intelligence Highlights ("Blue Plates")--October 1987.** Directorates will provide a list of their proposed intelligence highlights--informally called blue plates--in early September 1987. The directorates will be advised of the highlights selected for use in the Congressional Budget by early September 1987. Complete one-page writeups of the selected topics are due to the Comptroller on 2 October 1987. These one-page vignettes on selected intelligence subjects enable us to address important issues and achievements that may not be unique to a single consolidated expenditure center and that demonstrate the important contribution a first-rate intelligence organization makes to policy decisions. Blue plates can provide a vehicle for telling a more detailed story about one particular accomplishment than is possible in the relatively short accomplishments section of the CEC narrative. The most effective presentations are those that show how several parts of the Agency interact to address an intelligence issue or support the policymaker. Such examples reinforce our overall budget presentation by underscoring the interlocking nature of the resource requests of the various components.

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